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# Memorandum

TO : Chief / Staff Personnel Division DATE: 30 June 1975

FROM : Chief / Correspondence and Applicant Records Branch

SUBJECT: Destruction activities for Calender Year 1973

- 8. Chrono File - During 1973 we destroyed about 32,239 copies of our outgoing letters.
- 9. Card Control File - During 1973 we destroyed 21,450 of these cards.
- 10. Dura Machine Tapes - No figures on this as tape destruction is spotty and only done when another tape is being prepared in place of the destroyed tape.
- 11. Official Applicant Folders - We do not destroy.
- 11e. Resume Files - No accurate figures are available but I estimate that we destroy about 200 of these and info files a month or 4800 a year.
- 14e. - Combines with 11e above.
- 13. - No reference material destroyed in 1973.

STATINTL

